



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

June 8, 2005
FDK #01-05

MEMORANDUM

To: School District Superintendents
County School Superintendents
Charter School Holders
School Principals

From: Karen Woodhouse
Deputy Associate Superintendent
Early Childhood Education

Subject: Full-Day Kindergarten Program for School Year 2005 - 06

This memorandum provides important information for all schools and charter schools (hereafter referred to as "school" or "schools") eligible for the Full-Day Kindergarten Program, which is administered by the Arizona Department of Education (ADE). The Full-Day Kindergarten Program provides funding in school year 2005 – 2006 for full-day kindergarten programs for schools with a student count in which at least 80% of the pupils qualify for free or reduced-price lunches as established in the National School Lunch and Child Nutrition Acts.

Schools that participate in the Full-Day Kindergarten Program shall offer full-day kindergarten instruction to all students who meet the enrollment requirements for kindergarten programs per A.R.S. §15-821.C. **However, beginning in school year 2005 - 2006, Full-Day Kindergarten Program funds may not be used for any student who is not five years of age before September 1, 2005.** Parents of students who meet the kindergarten enrollment requirements for voluntary kindergarten programs in a participating school may choose either half-day or full-day kindergarten instruction.

Upon reading the information in this memorandum, school districts and charter holders, on behalf of eligible schools, must accept or decline Full-Day Kindergarten Program funding for school year 2005 – 2006 by submitting via email or fax to ADE a Full-Day Kindergarten Program Application by close of business on June 24, 2005. Acceptance of any funding amount indicates agreement to participate in and meet all requirements of the Full-Day Kindergarten Program. The program application is available on the ADE website by clicking on the Full-Day Kindergarten Program link at: www.ade.az.gov.

Full-Day Kindergarten Program Requirements and Provisions

Use of Funds: Full-Day Kindergarten Program funds must be spent only on full-day kindergarten instruction, which is an instructional program that meets a minimum of 180 days and a minimum of 712 hours in school year 2005 – 2006.

Space Requirements: District schools are not required to offer a full-day kindergarten program if there is insufficient classroom space. Information on minimum school facilities adequacy requirements for district kindergarten classrooms is found in A.R.S. §15-2011.C.1. Schools shall not accept Full-Day Kindergarten Program funding if space limitations result in class sizes that exceed the average class size of the district or charter.

School districts that require immediate additional space for full-day kindergarten instruction in eligible schools may apply to the School Facilities Board for capital grants. The School Facilities Board will establish application procedures and selection criteria for the distribution of funds to schools with insufficient space. For more information, contact the School Facilities Board at 602.542.6501.

Reallocation of Desegregation or Budget Override Funds Used for Full-Day Kindergarten: Per A.R.S. §15.901.02.P.: “For any school district that funds voluntary full-day kindergarten instruction with monies from a desegregation levy or special budget override pursuant to Section 15-482 and that qualifies for monies from the Full-Day Kindergarten fund and if the desegregation monies or special budget override monies are used solely to provide full-day kindergarten instruction, the Governing Board shall hold a public meeting to determine the reallocation of those monies to other programs or whether those monies shall be used to reduce the school district’s primary or secondary property tax levy or both.”

Professional Development: All participating schools must provide professional development that is directly related to the implementation of kindergarten standards (as provided in the Arizona Academic K-12 Standards) in a full-day program. Any school that has not yet participated in professional development for implementation of the delivery of a researched-based reading curriculum as prescribed in A.R.S. §15-704 may not receive Full-Day Kindergarten Program funding until this training has been received by school kindergarten instructors. ADE collaborates with each County School Office for the provision of professional development on researched-based reading curriculum. For more information on professional development opportunities, visit <http://www.ade.az.gov/azreads/prodev.asp>.

Annual Report: Districts and charters that participate in the Full-Day Kindergarten Program must annually submit information to ADE for each school that details program expenditures, professional development required by the Program, class size and class size policies, assessment data for all kindergarten students, students served or not served, and other information determined by ADE and the Arizona Office of Auditor General. The program information will be

collected in conjunction with the Annual Financial Report and will be due to ADE by October 15 following the program year.

Non-Compliance for a School District: If a school district is determined to be substantially and deliberately not in compliance with the provisions of Title 15, and if the school district fails to correct the deficiency within 90 days after receiving notice of non-compliance from ADE, the State Board may withhold Full-Day Kindergarten Program funding until ADE determines the school district is in compliance with program requirements.

Non-Compliance for a Charter Holder: If the sponsor of a charter school determines at a public meeting that the charter school is not in compliance with federal or state law, or with its charter, the sponsor of the charter school will notify ADE to withhold Full-Day Kindergarten Program funding. The sponsor shall provide written notice to the charter school at least 72 hours prior to the public meeting and shall allow the charter school to respond to the allegations of non-compliance at the meeting before the sponsor makes a final determination to notify ADE. When the sponsor determines the charter school is in compliance, ADE shall restore the amount of funding the charter school is entitled to receive.

Determination of Funding Allocation

Preliminary funding allocations for each eligible school are posted on the ADE website at: www.ade.az.gov, and may be accessed by clicking on the Full-Day Kindergarten Program link.

All schools that reported to ADE a student count in which at least 80% of the pupils qualify for free and reduced-price lunches in either October 2004 or March 2005 will be funded based on 100th Day Kindergarten Average Daily Membership (ADM) of school year 2004 – 2005, excluding any students who were not five years of age by September 1, 2004.

Since state funding already provides for one-half day of kindergarten, each eligible school will be provided a funding allocation for the additional half-day based on the following formula:

Base Level Amount X Weighted Student Count [1.158 X FY 2004-05 100th Day Kindergarten ADM (excluding any student who was not five years of age by September 1) X ½].

Districts and charters must notify ADE by June 24, 2005 by submitting via email or fax the Full-Day Kindergarten Program Application if the full or an identified partial amount of funding is accepted or declined. Final funding amounts will be determined using most current ADM information, which may affect some final funding amounts. ADE plans to post a list of schools and final funding amounts on the ADE website by June 30, 2005.

Method of Payment

Funding will be made in 12 monthly payments; first payment will be made by July 30, 2005. USFR Memo #212 and USFRCS Memo #58 soon will be sent to all district and charter holder contacts regarding upcoming school year financial requirements, including information on the full-day kindergarten fund.

For More Information

Information on the Full-Day Kindergarten Program is available by clicking on the Full-Day Kindergarten Program link on the ADE website at www.ade.az.gov. Program questions may be directed to ADE at fulldaykinder@ade.az.gov or the ADE Early Childhood Education Office at 602.364.1530. Financial questions may be directed to the ADE School Finance Office at 602.542.5695.